

Commissioner of Building Inspection

THE POSITION:

As a member of the Mayor's cabinet, the Commissioner of Building Inspection heads the Department of Neighborhood Services. The position is responsible for enforcing City ordinances and State laws governing the construction, alteration, maintenance, environmental health and condemnation of all buildings and properties in the City, proposing necessary revisions to City building and housing codes, and carrying out numerous safety and quality-of-life programs for the City of Milwaukee.

The Commissioner carries out duties and responsibilities as required by law to achieve the highest possible degree of voluntary compliance with state and local building codes in accordance with state statutes and city ordinances, to assure the progressive, efficient administration and enforcement of said codes, and to propose revisions to City building and housing codes. The Commissioner also works with neighborhood, commercial development and professional groups to provide education and assistance to obtain compliance with code requirements. Major responsibilities are:

- Plan and develop departmental administrative programs, policies and regulations.
- Plan and direct staff of the department in all matters concerning personnel, budgeting, public relations and inspectional activities.

- Maintain effective working relationships with legislators, City administrators, and organizations that interact with the department.

Note: Appointment to this cabinet (non-civil service) position is made by the Mayor and must be confirmed by the Common Council.

THE REQUIREMENTS:

1. Bachelor's Degree in Engineering, Architecture, Urban Planning, Public Administration, or related field from an accredited college or university is preferred. A law degree or related graduate degree is highly desirable.
2. At least five years of experience as an architect, builder or in a position in connection with supervision of building construction. Significant managerial experience in building inspection or code enforcement is preferred.
3. Certification as a Wisconsin Commercial Building Code Inspector and as an International Fire Code Inspector I within one year of appointment.
4. Residence in the City of Milwaukee within six months of appointment and throughout employment.

OTHER QUALIFICATIONS:

- Ability to effectively manage and supervise an agency involved with multiple technical and legal responsibilities.
- Understanding of codes, including but not limited to those governing building construction, plumbing, electrical installations and fire safety.
- Ability to develop and propose codes and code revisions to address current issues.
- A demonstrated record of leadership, initiative, and accomplishments and the ability to work under pressure.
- Ability to analyze complex situations, diagnose problems, and formulate recommendations.
- Strong organizational and planning skills.
- Ability to effectively represent the department before legislative and public bodies, the media and the courts.
- Ability to relate to community groups and gain their support for code compliance efforts.
- Skill in written and oral communications, including public speaking before groups.

SALARY: The 2008 salary range is \$107,973 to \$151,159. Appointment above the minimum may be possible.

BENEFITS:

The City of Milwaukee provides a comprehensive benefit program which includes a defined benefit pension plan, 457 deferred compensation plan, health and dental insurance, long-term disability insurance, group life insurance, tuition benefits, paid vacation, holidays, sick leave and other leaves.

SELECTION PROCEDURE:

Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments which should be detailed in a resume and cover letter. The City of Milwaukee reserves the right to invite only the most qualified applicants to the selection process.

Send or email resume and cover letter by July 14, 2008 to:

Jane French
Department of Employee Relations
Box CBI
Room 706, City Hall
200 East Wells St.
Milwaukee, Wisconsin 53202-3554

Email: janefrench@sbcglobal.net

Website: www.milwaukee.gov/der

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

THE DEPARTMENT OF NEIGHBORHOOD SERVICES

The Department of Neighborhood Services has an annual operating budget of over 14 million dollars. The Department consists of approximately 220 employees employed in the Divisions of Construction Trades, Commercial Inspection, Residential Inspection, and Nuisance & Environmental Health, Information Technology, and Support Services. It also staffs citizens' boards and commissions (the Board of Zoning Appeals, the Standards and Appeals Commission, and the Administrative Review and Appeals Board), which hear appeals of the City's actions on zoning, code enforcement, environmental health and building codes.

ABOUT MILWAUKEE:

Milwaukee has old world charm and cultural and recreational facilities to meet virtually every taste. Metropolitan Milwaukee is ideally situated for outdoor enthusiasts. There are almost 15,000 acres of park land in the county alone, including several miles of lakefront access and hiking, jogging and biking trails.

Milwaukee features a world-class symphony orchestra and is home to several universities, renowned museums, a world-class zoo, an Olympic speed skating rink, professional sports teams, and the world's largest summer music festival.

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